

Department Clerk I - Temporary

Tracking Code 1900

Job Location Boise, ID

End Date June 30, 2013 (approximate)

Starting Salary \$11.55 per hour (non-exempt)

Application Deadline 09/19/12 (5:00 p.m. MST)

Job Description

Idaho Power Company is seeking to fill two Department Clerk I positions to support our Customer Call Center located in Boise, ID. These are temporary positions with a start date of October 8th, 2012 and an approximate end date of June 30th, 2013. Idaho Power offers an upbeat and friendly work environment, where you are recognized for your hard work and effort.

The Department Clerk I is an entry-level position, performing clerical functions under direct supervision. These functions include data collection, data entry, reconciliation, document processing, copying, information exchange, filing, and record-keeping. Some data analysis may be required as well.

Required Skills

Knowledge of: Proper telephone etiquette and office/customer service, and familiarity with filing systems.

Skills in: Basic operation of standard office equipment such as fax, PC, calculator and electronic devices; familiarity with MS Office Suite applications; good understanding and application of proper punctuation, spelling and grammar in composing basic correspondence and assisting in the preparation of documents; and good proofreading skills.

Ability to: Understand and apply basic mathematical calculations and concepts involving fractions, decimals, percentages, etc.

Required Experience

MINIMUM REQUIREMENTS

Education: High school diploma or GED.

Experience: One to two years prior office experience or equivalent combination of formal education and work experience. **Prefer** prior experience using CIS+; Portal J; and/or CLRIS software; and prior experience performing clerical duties in a utility customer service center.

Competencies

Communication, Managing Work (includes Time Management), Customer Focus, Adaptability, Quality Orientation, Contributing to Team Success, Initiating Action, and Follow-Up.

Additional Requirements

Traditional schedules will include an eight hour work day between the hours of 7:30am-6:30pm; however, these positions may require the ability to work varying shift schedules based on business and customer needs, and the ability to work non-traditional business hours. Successful candidate must demonstrate ability to appropriately handle confidential information, as well as be comfortable with sitting at a desk the majority of the work day.

Additional Information

These positions are being filled as full-time, temporary opportunities. Employees in temporary/non-regular job classifications

To be considered for this position, please visit our website at www.idahopower.com/careers and complete our online application.

If you have questions, or require assistance or accommodation to complete the online application, please contact us at:

Phone: (208) 388-2965 or **E-mail:** jobs@idahopower.com

Idaho Power is an Equal Opportunity Employer.

will be eligible for medical benefits after completing one year of employment. Temporary/non-regular employees will be eligible to apply for full-time, regular Department Clerk positions after six months of employment.